



Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room W392 – MS47
402 W. Washington Street
Indianapolis, Indiana 46204-2739

317-232-4705
FAX: 317-232-4490

www.in.gov/dcs

Child Abuse and Neglect Hotline: 800-800-5556

June 10, 2008

To: Regional Managers
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director
Yonda Snyder, Director Human Resources
Angela Green, Deputy Director of Practice Support
Department of Child Services

Subject: Lactation Support in the Workplace
DCS-08-06

In accordance with new Indiana law, effective July 1, 2008, the Indiana Department of Child Services (DCS) is pleased to announce procedures for new mothers who have chosen to breastfeed their infant after returning to work. The following Lactation Support Procedures will provide you with specific details regarding DCS's administration of this legislation.

Responsibilities/Procedures:

1. Employees who wish to take advantage of private accommodations for lactating should meet with their supervisor to develop appropriate times for lactation and to determine appropriate rooms to provide privacy without disrupting business operations.
2. The lactating employee is responsible for assuring that the lactation time frames agreed upon do not disrupt their employment responsibilities.
3. Lactation times agreed upon should include scheduled breaks.
4. Lactating employees should assure that doors are closed to protect their privacy and the privacy of others and they must assure that the room used remains in clean condition.
5. Employees must provide their own equipment for pumping. Breast milk may be stored in existing refrigerators designated for staff use and should be labeled with the employee's name. If refrigerators are not available, employees will need to provide their own cold storage devices.



Protecting our children, families and future

DCS Local Office Responsibilities:

1. Advise employees of private rooms which are available and the procedure for scheduling.
2. Recommend appropriate refrigerated storage or allow employee to bring their own cold storage devices.

Central Office

- DCS Conference Room E306
- DCS Conference Room W392
- DCS HR Conference Room
- Conference Center
- Vacant Offices (if available)

Child Support Bureau

- NW Conference Room
- 3rd Floor Conference Room
- 4th Floor Conference Room
- Vacant Offices (if available)

DCS Local Offices

- Client Observation Room
- Vacant Offices (if available)

References:

1. [State Personnel Lactation Support Policy Statement](#)
2. [State Personnel Lactation Support Responsibilities and Procedures](#)
3. [IC 5-10-6 Vacations and Other Benefits for Certain Public Employees](#)
4. [IC 4-1-2-1 State Employees; Working Day; Holidays; State Library](#)

If you have any questions regarding this change please address them to Doris Tolliver, Employee Relations Specialist, at (317) 234-4890.

Sincerely,

James W. Payne, Director
Department of Child Services



Protecting our children, families and future